



Regional Office of Education  
500 W. Winchester Rd. Ste. 202  
Libertyville, IL. 60048

## Substitute License

### Requirements

Must hold a bachelor's degree or higher from a regionally accredited institution. Please request the college send your official transcript directly to our office in one of the following ways:

Mail official transcript to                      Or            Esript to: [sgonzalez@lake.k12.il.us](mailto:sgonzalez@lake.k12.il.us)  
Lake County ROE  
500 W. Winchester Rd.  
Ste, 202  
Libertyville, IL 60048

### Application Process:

1. Create your ELIS account if you do not already have one  
<https://www.isbe.net/Documents/How-To-Create-ELIS-Acct.pdf#search=how%20to%20create%20an%20ELIS%20account>
2. Once you are logged in to ELIS, click on "Apply for Substitute License" and follow the prompts
3. **\$50 application fee plus service fee** (payment made with debit/credit only)

**The application process may take 2-6 weeks.** You will receive an email notification from the Illinois State Board of Education (ISBE) once your application is reviewed.

Once issued you must register this license so that is valid for working in the schools

### Register Your License:

1. Login to your existing ELIS account: <https://sec3.isbe.net/IWASNET/login.aspx>
2. Click on "Registration" which is located in the "Action Center Box" on the middle right side of your home page, and follow the prompts
3. Register in Lake County - Select 34 Lake ROE from drop down menu
4. **\$60 registration fee plus service fee** (payment made with debit/credit only)
5. Valid five years. Renewable with registration fees.

### Fingerprinting & Background checks:

The Regional Office of Education offers fingerprinting and background checks for substitute teachers. Services are provided on an appointment ONLY basis. **The fee for fingerprinting and background checks is \$50 and are payable at time of appointment.**

**Please note: Substitute license must be issued and registered prior to fingerprinting.**

For more information for fingerprinting, please contact Cayce Nuccio 847-665-0609

To book a time with one of our staff members please visit our website: <https://www.lake.k12.il.us/book-online>